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ABSTRACT

The junior high school student will type reports and themes, title pages, footnotes, bibliographies, carbon copies, headings, and subheadings; and use margins, pagination, and erasing. Emphasis is placed on speed and accuracy, the application of typewriting rules, and the advance applications of typewriting skills. A prerequisite for this course is the Typewriter and You (7701.02). This curriculum guide consists of a list of 11 behavioral objectives, an outline of the course content, learning activities and procedures, evaluative instruments, and 11 pages of resource materials for teachers and students. An appendix of tests and additional teacher materials is included. (Author/BP)

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AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM

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DEVELOPING TYPEWRITING SKILL

Business Education—7701.03 (New: 7763.03)

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DADE COUNTY PUBLIC SCHOOLS

DIVISION OF INSTRUCTION • 1971

DEVELOPING TYPEWRITING SKILL

7701.03 (New: 7763.03)

Business Education

Written by Ruth Abrams
And Approved by the Business Education Steering Committee
For Quinmester Courses

for the

DIVISION OF INSTRUCTION
Dade County Public Schools
Miami, FL 33132
1972

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I. COURSE TITLE—DEVELOPING TYPEWRITING SKILL

II. COURSE NUMBER—7701.03 (New: 7763.03)

III. COURSE DESCRIPTION

A. Synopsis

The junior high student will type reports and themes, title pages, footnotes, bibliographies, carbon copies, headings, and sub-headings; and use margins, pagination, and erasing. Emphasis is placed on speed and accuracy, the application of typewriting rules, and the advanced applications of typewriting skills.

B. Textbook

One of the state adopted textbooks for junior high school and/or one of the school's choosing.

C. Occupational Relationships

Clerical workers	Secretaries
Typists	Stenographers
Office receptionists	Data card punch operators

IV. COURSE ENROLLMENT GUIDELINES

A. Prior Experiences Needed

All students enrolled in this course should have satisfied the objectives of The Typewriter and You (7701.02) prior to enrollment in this course.

B. Pretest

This test should be used to determine whether the student has attained the objectives of the preceding courses and/or the objectives of this course. It should help the teacher determine individual placement within the class.

V. COURSE OF STUDY PERFORMANCE OBJECTIVES

Upon successful completion of this course, the student will be able to—

1. type one-page reports, bound and unbound reports or manuscripts, formal library reports, and minutes of meetings that are balanced, neat, and easy to read, using a correction device as an aid;

2. determine correct placement of footnotes on a one-page report and a manuscript;

3. use the dictionary for accuracy in word division and spelling;

4. type a stencil for ink duplication;

V. COURSE OF STUDY PERFORMANCE OBJECTIVES, Continued

5. type a master for fluid duplication;

6. type a correct copy from a rough draft containing proofreaders' marks;

7. type a short business letter with one carbon copy;

8. type outside of margins by using the margin release key;

9. answer correctly on an objective test at least 25 items on typewriter parts and 10 items concerning proper setup of manuscripts or reports with or without footnotes;

10. center a simple problem horizontally and vertically on a full or half sheet of paper; and

11. type a five-minute timed writing (syllabic intensity of 1.4) at a minimum speed of 20 gross words a minute with five or less errors.

VI. COURSE CONTENT

A. Equipment and Supplies
   1. Basic needs
      a. Typing desk for each pupil, 20" x 40"; adjustable in height
      b. Typewriters—manual (or electric)
      c. Chair with bookrack; appropriate for typing posture
      d. Textbook(s)
      e. Demonstration stand and typewriter
      f. Paper
      g. Stopwatch with 60-second single sweep
      h. Dictionary
      i. Keyboard wall chart
      j. Posture wall chart
      k. Interval timer with bell
      l. Spirit process masters
      m. Ink duplicator stencils
   2. Supplementary needs
      a. Overhead projector and screen
      b. EDL Skill Builder and screen
      c. Opaque projector and screen
      d. Typing book holders
      e. Record player
      f. Videotape playback unit
      g. Video monitor
      h. Videotapes
      i. VTR table
      j. Listening stations
      k. Wall business letter chart
      l. Wall manuscript setup chart

VI. COURSE CONTENT, Continued

B. Pre-typing Activities
   1. Work area arrangement
      a. Paper and needed supplies on left
      b. Book or problem to type on right
   2. Typing drills (warm-up)—check posture of students

C. Technique Review
   1. Hand position
   2. Feet position
   3. Sitting position
   4. Finger reaches

D. Keyboard Review
   1. Key location and proper fingering
   2. Combinations of letters and/or symbols to make other symbols

E. Parts of the Typewriter (Review)
   1. Aligning scale
   2. Bail scale
   3. Card holders or envelope clamp
   4. Clear key
   5. Linespace regulator
   6. Tab total clear
   7. Variable line spacer
   8. Review of other machine parts

F. Horizontal Centering (Review)
   1. Backspace method
   2. Mathematical method
   3. Spread centering

G. Vertical Centering (Review)
   1. Backspace method
   2. Mathematical method
   3. Reading position

H. Five Basic Word-Division Rules

I. Simple Manuscripts (Themes)
   1. Margins
      a. Unbound
      b. Topbound
      c. Sidebound
   2. Placement of main heading
   3. Double spacing
   4. Five-space paragraph indentions
   5. Title page
   6. Footnotes
   7. Bibliography
   8. Table of Contents
   9. Pagination

VI. COURSE CONTENT, Continued

J. Simple Outlines
   1. Proper use of tabulator mechanisms
   2. Placement of main heading and side headings
   3. Proper spacing between parts

K. Timed Writings
   1. One and two minutes for skill building
   2. Three, four, and five minutes for testing

L. Business Letters, Reinforcement
   1. Technicalities
      a. Date placement
      b. Title of addressee
      c. Letter body
      d. Signature
      e. Reference notation
      f. Postscript
      g. Other special notations
   2. Style
      a. Block (full-blocked)
      b. Modified block (semi-blocked or blocked)
      c. AMS Simplified
   3. Punctuation
      a. Mixed
      b. Open

M. Ink Duplicator Stencil
   1. Preparation of typewriter
   2. Correcting errors

N. Fluid Duplicator Master
   1. Correcting errors
   2. Typing
   3. Drawing
   4. Using two or more colors

O. Carbon Copies
   1. Correcting errors
   2. Stroking of typewriter (manual)
   3. Multiple copy control (electric)

VII. SUGGESTED PROCEDURES, STRATEGIES, AND LEARNING ACTIVITIES

A. Suggested Teaching Methods

The methods to be used will depend upon the teacher's skills, students' abilities, resources, and number of pupils. The methods best suited for this course are demonstrations, audio-visual presentations, drills, project typing, timed writings, letter writing, and performance and/or written tests.

VII. SUGGESTED PROCEDURES, STRATEGIES, AND LEARNING ACTIVITIES, Continued

The learning activity packages will consume a large part of the students' time and are programmed for individual pacing. The teacher should refer to appropriate sections of the Teacher Guide for Touch Typing.

B. Warm-up Drills

TYPE OF DRILL	PROCEDURE
Conditioning Practices	Each text provides sentences for drill at the beginning of each lesson. Check students as they type in order to observe proper techniques.
Alphabetic Sentences	Sentences which include all letters of the alphabet should be given to determine letters that give the student the most trouble. Textbooks provide these sentences.

C. Speed Drills

TYPE OF DRILL	PROCEDURE
Direct Dictation	The student types as the teacher dictates one-, two-, or three-letter words. The student is directed to use a quick stroke and key release.
Balanced-hand	Dictate words in which students use alternate hands to type each letter. Example: if it is so she may go
Guided Writings	Choose guided writings from the text or duplicate sentences composed by the teacher. Permit students to set their own goals.
Timed Writings	The teacher will choose material from the text with syllabic intensity of 1.2 gradually reaching 1.6 with 3-, 4-, and 5-minute accuracy and speed writings. (The teacher decides when to change timing.)

D. Repetitive Practice

The teacher directs students to retype material for improvement in technique.

VII. SUGGESTED PROCEDURES, STRATEGIES, AND LEARNING ACTIVITIES, Continued

E. Assignment Sheets or Learning Activities

The teacher can prepare learning activities so that students can work at various levels of speed based on individual abilities. Dade County has completed learning activity packages for Touch Typing that should be helpful for the teacher in individualizing instruction. The following would be most applicable for this course:

11S-MP-23	PAGE LINE GAUGE
11S-MP-25	VARIATIONS IN CENTERING
11S-MP-28	PROOFREADERS' MARKS
11S-MP-31	OUTLINES
11S-MP-32	MANUSCRIPTS

VIII. EVALUATIVE INSTRUMENTS

A. Tests

Tests which accompany the text, workbooks, or learning activity packages are available; otherwise, the teacher may select problems from material previously presented or use teacher-made tests.

ITEM	PURPOSE
Pretest	Placement test to determine a student's eligibility for the course or for placement within the course.
Centering Tests	To measure the student's ability to center material vertically and horizontally on a full or half sheet of paper.
Word Division Tests	To determine if the student has developed the ability to divide words correctly at the ends of lines.
Tabulating Mechanism Drills	To measure the student's ability to operate the tabulating mechanism of the typewriter.
Timed Writings	To measure the amount of speed and degree of accuracy that has been attained by the student on straight copy material.
Performance Drills	To measure the student's ability to follow written and/or oral instructions.

VIII. EVALUATIVE INSTRUMENTS, Continued

ITEM	PURPOSE
Posttest	To determine the effectiveness of what has been taught. It should be a parallel of the pretest, but not identical.

B. Testing Intervals

Testing can be done throughout the quinmester, but it is suggested that most of the class time should be spent in actual typing of problems.

1. A pretest should be administered at the beginning of the course to determine individual placement within the course, or to determine if anyone has already met the objectives of the course. Those students that have already met the objectives for this course should be moved to a higher level typing class (or course within this class).

   The pretest should contain a 5-minute timed writing (syllabic intensity of 1.4) and should measure all the objectives of this course of study. A maximum amount of time should be allowed for completion of problems, and the teacher should not supply any aid during the testing period.

2. At least one interim test should be given during the course. The interim test should measure the objectives covered in a unit or units of work. Since students will vary in their individual progress, the interim test might be administered several times; it is imperative that the teacher develop several of these so that the same one is not used more than once.

3. The posttest should be administered during the last week of the quinmester. It should be a parallel of the pretest and should therefore determine if the student has met the minimum objectives of this course.

C. Grading

Grading should be based on individual progress of each student at his/her own level. However, minimum standards for the course are established in the performance objectives. It is conceivable that a student could spend more than one quinmester on this course of study while another student could spend less than one quinmester and proceed to the next course of study during the same quinmester.

IX. RESOURCES FOR STUDENTS

A. Textbooks

One or more of the state adopted typewriting textbooks for junior high schools.

Altholz, Gertrude. Modern Typewriting Practice, 3rd ed. New York: Pitman Publishing Corporation, 1962.

Ligouri, Frank E. Basic Typewriter Operations—Principles and Problems. Cincinnati: South-Western Publishing Co., 1971.

Richardson, Nina K. Type with One Hand, 2nd ed. Cincinnati: South-Western Publishing Co., 1971.

Scott, Wesley E.; Hamilton, William J.; and Hertzfeld, Arthur. Modern Basic Typewriting, 2nd ed. New York: Pitman Publishing Corporation, 1962.

Stokes, Paul A. Today's Typing, 5th ed. Bethesda, Md.: Global Publishing Co., Inc., 1968. (paperback)

B. Drill Books, Workbooks, and Practice Sets (Refer to catalogs for current issues.)

One or more of the workbooks that are correlated with the student textbooks are available from the respective publishing companies.

Bowman, Wallace B. Business Letter Typing. Cincinnati: South-Western Publishing Co., 1965.

Brendel, Leroy A., and Near, Doris. Punctuation Drills and Exercises. New York: Gregg Division of McGraw-Hill Book Co., 1970.

———— Spelling Drills and Exercises. New York: Gregg Division of McGraw-Hill Book Co., 1964.

Brendel, Leroy A., and Leffingwell, Elsie L. English Usage Drills and Exercises. New York: Gregg Division of McGraw-Hill Book Co., 1968.

Ferguson, Margaret Ann and Nalepa, Barbara H. Basic Gregg Typing 1—Machine Controls (text-workbook). New York: Gregg Division of McGraw-Hill Book Co., 1969.

———— Basic Gregg Typing 2—Foundations of Production (text-workbook). New York: Gregg Division of McGraw-Hill Book Co., 1971.

Fries, Albert C. Timed Writings About Careers. Cincinnati: South-Western Publishing Co., 1963.

IX. RESOURCES FOR STUDENTS, Continued

B. Drill Books, Workbooks, and Practice Sets, Continued

Grubbs, Robert L. and Weaver, David H. Typing Improvement Practice, either electric or manual edition. New York: Gregg Division of McGraw-Hill Book Co., 1972. (May be used with Gregg pacesetter)

Grubbs, Robert L. and White, James L. Sustained Timed Writings, 3rd ed. New York: Gregg Division of McGraw-Hill Book Co., 1971.

Hansen, Beatrice E. Progressive Typing Speed Practice, 3rd ed. New York: Gregg Division of McGraw-Hill Book Co., 1968.

Levine, Nathan. Typing for Everyone. New York: Arco Publishing Co., Inc., 1971. (35 lessons)

Liles, Parker; Brendel, Leroy A.; and Krause, Ruthetta. Typing Mailable Letters, 2nd ed. New York: Gregg Division of McGraw-Hill Book Co., 1969.

Lloyd, Alan C.; Rowe, John L.; and Winger, Fred E. Typing Power Drills, 2nd ed. New York: Gregg Division of McGraw-Hill Book Co., 1965.

Nanassy, Louis C. and Krevolin, Nathan. Timed Writings for Teen-Agers. New York: Pitman Publishing Corporation, 1963. (Primarily for junior high schools)

Palmer, Harold O. and Agnew, Allen M. Triple-Controlled Timed Writings. Cincinnati: South-Western Publishing Co., 1970.

Rahe, Harves. Business Letters for Typing, 3rd ed. New York: Pitman Publishing Corporation, 1969.

Rowe, John L. and Etier, Faborn. Typewriting Drills for Speed and Accuracy, 3rd ed. New York: Gregg Division of McGraw-Hill Book Co., 1966.

Short Course for the IBM Selectric Typewriter. International Business Machines Corp., 1968.

Thompson, James M. Typewriting Timed Writings with Selected Drills, 3rd ed. Cincinnati: South-Western Publishing Co., 1968.

Wanous, S. J. Statistical Typing with Tabulation Problems, 2nd ed. Cincinnati: South-Western Publishing Co., 1956.

Winger, Fred E. and Weaver, David H. Gregg Tailored Timings (electric or manual editions). New York: Gregg Division of McGraw-Hill Book Co., 1971. (May be used with Gregg pacesetter)

IX. RESOURCES FOR STUDENTS, Continued

C. Reference Manuals (in addition to dictionaries and encyclopedias)

Abbreviations for Use with ZIP Codes. United States Postal Service, Washington, D. C., 1967.

Dougherty, Margaret M.; Fitzgerald, Julia H.; and Bolander, Donald O. Instant Spelling Dictionary, 3rd ed. Mundelein, Illinois: Career Institute, 1967.

Electric Typing is Easy Typing. New York: Underwood Corp.

Gavin, Ruth E. and Sabin, William A. Reference Manual for Stenographers and Typists, 4th ed. New York: Gregg Division of McGraw-Hill Book Co., 1970.

Guide for Typing Term Papers and Reports, A. (11 pp.—75¢; No. T-4) Teaching Aids Incorporated, Post Office Box 3527, Long Beach, CA 90803.

House, Clifford R. and Koebele, Apollonia M. Reference Manual for Office Personnel, 5th ed. Cincinnati: South-Western Publishing Co., 1970.

House, Clifford R. and Skurow, Samuel. Typewriting Style Manual. (correlated with 20th Century Typewriting, 9th ed.) Cincinnati: South-Western Publishing Co., 1968.

How to Spell It. Sperry Rand Corporation, 1340 West Flagler Street, Miami, Florida, 1967.

Hutchinson, Lois Irene. Standard Handbook for Secretaries, 8th ed. New York: Gregg Division of McGraw-Hill Book Co., 1969.

Leslie, Louis A. 20,000 Words, 6th ed. New York: Gregg Division of McGraw-Hill Book Co., 1971.

Silverthorn, J. E. and Perry, Devern J. Word Division Manual, 2nd ed. Cincinnati: South-Western Publishing Co., 1970.

Tips to Typists. Smith-Corona, 3850 Biscayne Boulevard, Miami, 1967.

25 Typing Shortcuts. Sperry Rand Corporation, 1340 West Flagler Street, Miami, 1967.

D. Learning Activity Packages

Thirty-two Touch Typing media packages are available from Textbook Services of Dade County Public Schools (1971). The following packages are appropriate for this course.

IX. RESOURCES FOR STUDENTS, Continued

D. Learning Activity Packages, Continued

Review:

11S-MP-1	PREPARING TO TYPE
11S-MP-2	E, H, LEFT SHIFT
11S-MP-3	I, T, PERIOD
11S-MP-4	REINFORCEMENT
11S-MP-5	U, C, RIGHT SHIFT
11S-MP-6	R, O, Z
11S-MP-7	G, N, W
11S-MP-8	REINFORCEMENT AND BASIC TABULATION
11S-MP-9	P, V, COMMA
11S-MP-10	Q, M, X
11S-MP-11	V, B, QUESTION MARK
11S-MP-12	8 AND 1
11S-MP-13	APOSTROPHE, EXCLAMATION POINT, 4
11S-MP-14	2, 7, DOLLAR SIGN
11S-MP-15	QUOTATION MARKS, 6, AMPERSAND
11S-MP-16	UNDERSCORE, 3, 9
11S-MP-17	NUMBER OR POUND SIGN, LEFT PARENTHESIS, AND ZERO
11S-MP-18	FIVE, RIGHT PARENTHESIS, HYPHEN
11S-MP-19	PERCENT, ASTERISK, DIAGONAL
11S-MP-20	COLON, ONE-HALF, CENT
11S-MP-21	ONE-FOURTH, @, REVIEW
11S-MP-22	HORIZONTAL AND VERTICAL CENTERING
11S-MP-23	PAGE LINE GAUGE
11S-MP-24	WORD DIVISION
11S-MP-25	VARIATIONS IN CENTERING
11S-MP-26	PARTS OF LETTERS

New Material:

11S-MP-27	CARBON COPIES AND SMALL ENVELOPES
11S-MP-28	PROOFREADERS' MARKS
11S-MP-29	TABULATION WITH MAIN AND SECONDARY HEADINGS
11S-MP-30	TABULATION WITH COLUMNAR HEADINGS
11S-MP-31	OUTLINES
11S-MP-32	MANUSCRIPTS

A. B. Dick Mimeograph and Spirit Duplicator Supplies Selector. A. B. Dick Co., Inc., 3535 N. W. Seventh Street, Miami, FL 33125 (phone: 649-1771)

How to Make Ditto Direct Process Masters. Ditto Division of Bell and Howell Co., 3100 N. W. Seventh Street, Miami, FL 33125 (phone: 642-2022)

E. Videotapes

Videotapes (one-half hour each) correlated with the above learning packages are available from the Department of Media Services, Dade County Public Schools (1971).

IX. RESOURCES FOR STUDENTS, Continued

F. Audiotapes (reel-to-reel and cassette) and Records

Classroom teachers should prepare additional tapes to assist individual students.

Class National Publishers, Inc., has 74 tapes that teach the entire first year of typewriting (148 lessons); 5-inch reels or cassettes. Stock #116700, $662.30; first semester only, $368.15. 3825 Bunker Hill Road, Brentwood, Maryland 20722.

Musical Typing, Set 99. 20-50 wpm. New York: Dictation Disc Co.

Musical Typing Records (swing arrangements), 20 to 50 wpm; four 45-rpm records, $4.60 (Set 99). Teaching Aids Incorporated, Post Office Box 3527, Long Beach, CA 90803.

Records for Gregg Typing, 191 Series—Keyboard Drills and Exercises. Boxes 1-4 (each has 5 records), $24 each; complete set with filmstrip guide, $86.50. New York: Gregg Division of McGraw-Hill Book Company.

Rhythm Set, 16-60 Series; 33 1/3 rpm. Set 1 (6 records), $28; Set 2 (6 records), $28; complete set, $51. New York: Gregg Division of McGraw-Hill Book Co.

Timing Record for Typing Homework. T-800, 45 rpm, 6 min. New York: Dictation Disc Co.

Typing Improvement Tapes (reels or cassettes). Ten 15-minute lessons for teachers or advanced students. Set No. T-47, $22.50. Tape 1—Knowing Your Typewriter, Parts I and II; tape 2—Improving Typing Technique, and Plan Your Work; tape 3—Work Your Plan, Parts I and II; tape 4—Tricks of Typing, and Stencil Cutting; tape 5—Correcting Mistakes, and Typewriter Care. Teaching Aids Incorporated, Post Office Box 3527, Long Beach, CA 90803.

Wood, Merle. Tapes for Timed Writings. Instructions and intervals are recorded. Each tape is $10 or complete set, $40. Western Tape, Box 69, 2273 Old Middlefield Way, Mountain View, CA 94040.

Tape 1—36 one-minute timings
Tape 2—22 two-minute timings
Tape 3—16 three-minute timings
Tape 4—10 five-minute timings
Tape 5—1, 2, and 3-minute timings

X. RESOURCES FOR TEACHERS

A. Books

Teacher's editions, manuals, test booklets, and/or solutions for most of the books listed in Resources for Students are available from the publishers. One or more of the senior high school textbooks will be helpful resources.

Douglas, Lloyd V.; Blanford, James T.; and Anderson, Ruth I. Teaching Business Subjects, 5th ed. Englewood Cliffs: Prentice-Hall, Inc., 1958.

Guide to Business Education in Florida Schools, A—Bulletin 72. Tallahassee: State Department of Education, 1967.

Krevolin, Nathan. Art Typing, revised ed. New York: Pitman Publishing Corporation, 1965.

Lamb, Marion M. Your First Year of Teaching Typewriting, 2nd ed. Cincinnati: South-Western Publishing Co., 1959.

Liguori, Frank E. Basic Typewriting Operations—Principles and Problems. Cincinnati: South-Western Publishing Co., 1965.

Robinson, Jerry W. Practices and Preferences in Teaching Typewriting. Cincinnati: South-Western Publishing Co., 1969.

Russon, Allien R. and Wanous, S. J. Philosophy and Psychology of Teaching Typewriting, 2nd ed. Cincinnati: South-Western Publishing Co., 1972.

West, Leonard J. Acquisition of Typewriting Skills. New York: Pitman Publishing Corp., 1969.

White, Jane F. and Shank, Bruce C. Teaching Typewriting. Portland, ME: J. Weston Walch, 1964.

B. Periodicals

Balance Sheet, The. Cincinnati: South-Western Publishing Co. Monthly, October through May.

Business Education Forum. Washington, D. C.: National Business Education Association. Published monthly, October through May.

Business Education World. New York: Gregg Division of McGraw-Hill Book Co. Five publishings each school year.

Journal of Business Education. East Stroudsburg, Pa.: Robert C. Trethaway. Monthly, October through May.

X. RESOURCES FOR TEACHERS, Continued

B. Periodicals, Continued

Typewriting News. Cincinnati: South-Western Publishing Co. Semi-annual.

C. Learning Activity Packages

A teacher package with cues, evaluating instruments, and solutions to accompany the student packages is available from Textbook Services, Dade County Public Schools.

D. Tests

Commercially prepared tests correlated with textbooks are available from most publishers.

Smith-Corona, Inc., 701 East Washington Street, Syracuse, NY 13201, has tests on the Parts of Business Letters and Syllabication.

Typewriting Speed Tests Booklet. (20 five-minute timed writings) (40¢) New York: Gregg Division of McGraw-Hill Book Co.

Typewriting Tests. Two sets (W-1 and W-2) of 12 timed writings each (30 copies of each writing). Average syllabic intensity is 1.5—from easy to difficult. Teaching Aids Incorporated, Post Office Box 3527, Long Beach, CA 90803.

Typing Production Test Booklets. (20 tests; 40¢). New York: Gregg Division of McGraw-Hill Book Company.

E. Transparencies

Callahan, Lois A. Keys to Typewriting. Color. (alphabetic and numeric keyboard; 5-10 days of beginning or refresher course), total $54.50. Western Tape, Box 69, 2273 Old Middlefield Way, Mountain View, CA 94040.

Erickson, Lawrence. Hand Positions, Set No. T-A ($10). Teaching Aids Incorporated, Post Office Box 3527, Long Beach, CA 90803.

Gregg Typing Transparency Library (requires Flipatran viewer stage—$7.25), Total, $373. New York: Gregg Division of McGraw-Hill Book Co.

Volume 1, Keyboard (Alphabet)	$ 57.50
Volume 2, Keyboard (Numbers and Symbols)	57.50
Volume 3, Tabulations	57.50
Volume 4, Forms	57.50
Volume 5, Manuscripts and Reports	57.50
Volume 6, Correspondence (2 books)	105.00

X. RESOURCES FOR TEACHERS, Continued

E. Transparencies, Continued

Transparencies. Machine Manipulation (25 visuals), Learning the Keyboard (25 visuals), Basic Typewriting Operations (25 visuals), and Special Applications (25 visuals), with plastic adapter and teacher's manual. Cincinnati: South-Western Publishing Co. (Split-stick mounted, $153.75; spring mounted with wall racks, $275.)

Typing Fundamentals (20 visuals) (includes letter styles and forms and proofreading). Color. Enfield's, 3M Business Systems, 4000 N. W. 30 Avenue, Miami, Florida (633-1551).

Typing Production (20 visuals) (for promoting efficiency and productivity) Color. Enfield's, 3M Business Systems, 4000 N. W. 30 Avenue, Miami, Florida (633-1551).

Western Publishing Educational Services, 1220 Mound Avenue, Racine, WI 53404, has an assortment of typewriting transparencies including the following:

J8-779 through J8-788—Various types of letters w/overlays
J8-789 through J8-791—Types of punctuation in letters, with overlays
J8-793 and J8-794—Folding for large and small envelopes, with overlays
J8-796 through J8-817—Business forms, tabulations, and manuscripts, with overlays

F. Charts and Posters

Business Teachers Guide, Poster Visual Aids, Dept. W., P. O. Box 114, Conway, NC 03818:

Typing Do's and Duds
Typing Habits, Ugh!
Personality, Ugh!

Eraser Company, Inc., 701 East Washington Street, Syracuse, NY 10013, has a bulletin board chart on all types of envelopes.

Picture Posters and Wall Charts for Gregg Typing. New York: Gregg Division of McGraw-Hill Book Co.

Combination wall chart and projection screen ($24.50)
Letter-style series—6 posters ($24.50)
Personal-Use Series—6 posters ($24.50)

X. RESOURCES FOR TEACHERS, Continued

F. Charts and Posters, Continued

Teaching Aids Incorporated, Post Office Box 3527, Long Beach, CA 90803. Two-color charts:
Set No. T-1, $20, 5 letter style charts, 25 x 38 inches; includes folding of letter and typing of envelope
Set No. T-2, $15, 5 behavior-pattern cartoons, 19 by 25 inches
Set No. T-4, $15, 5 technique cartoons, 19 by 25 inches
Set No. T-5, $12, 3 manuscript guide charts, 19 by 50 inches; title page, table of contents, 3-page manuscript with footnotes, bibliography
Set No. T-6, $6, one hand-position chart, 25 by 38 inches; several sketches
Set No. T-7, $5, keyboard chart for manual typewriter, 25 by 38 inches
Set No. T-8, $5, IBM Selectric keyboard with simulated key-punch, 25 by 38 inches (can be adapted for any electric keyboard)

Typewriting Keyboard Chart. Cincinnati: South-Western Publishing Co. ($12.75)

G. Films and Filmstrips

Gregg Division of McGraw-Hill Book Co.:
Filmstrips for Gregg Typing (EDL) by Reiter and Lloyd—
Keyboard Reinforcement Set, $35
Manual Typewriter Skill Development Set, $35
Electric Typewriter Skill Development Set, $35
EDL Typing Keyboard Introduction, $35
EDL Typing Skill Development, $87

Gregg Typewriting Series
Set No. 1, set of 6 sound filmstrips and 3 records, $65: How Typing is Learned—and Why; Getting the Typewriter Ready, Parts 1 and 2; Better Posture; Better Typing; Fundamental Typing Habits; Remedial Typing Techniques.
Set No. 2, set of 8 filmstrips and 4 records, $112: Basic Tabulation Typing, Basic Manuscript Typing, Basic Letter Typing—Parts I and 2, Basic Forms Typing, Basic Display Typing (Principles and Patterns, Methods and Shortcuts—Parts 1 and 2).
From: School Equipment Distributors, 319 Monroe Street, Montgomery, AL 36104.

IBM Selectric, The. 16mm, 8 min., color, sound. Instructional Materials Catalog, Dade County Schools, No. 1-05496.

Right Touch. 16mm, 18 minutes, color, sound. Instructional Materials Catalog, Dade County Schools, No. 1-13131.

X. RESOURCES FOR TEACHERS, Continued

Sterling Educational Films, Inc., 241 East 34 Street, New York, New York 10016, has:

First Step Typing (Beginning Typing), 16mm, 12 minutes, color, 1968.
Posture and the Keyboard, 16mm, 14 minutes, color, 1968.
Remedial Typing, 16 mm, 11 minutes, 1968.
Typing Techniques (1), 16mm, 12 minutes, color, 1968. Includes corrections, carbon copies, envelopes, re-alignment.
Typing Techniques (2), 16mm, 12 minutes, color, 1968. Includes use of electric typewriter, space bar and tab bar, setting margins, the bell, and other manipulative parts; numbers.

H. Bulletin Boards

Bulletin Board Ideas—Typewriting (1961) and Bulletin Board Ideas for Business Classes, 1965 (also through 1970) Supplement. Delta Pi Epsilon, University of Northern Colorado, Greeley, Colorado. ($1.50 each)

Dewar, Thadys J. and White, Jane F. 200 Visual Teaching Ideas, Portland: J. Weston Walch, 1961.

I. Other Aids

Artistic Typing Headquarters, 4006 Carlisle Avenue, Baltimore, MD 21216, has Typewriter Mystery Games, Art Typing, and Deal-a-Grade.

Proofreading Exercises. Holyoke, Massachusetts: National Blank Book Company.

Proofreading Exercises. New York: Lever Brothers Company.

Teaching-learning aids that are available from South-Western Publishing Company and Gregg Division of McGraw-Hill Book Company:

Certificates of credit and proficiency
Award pins and charms
Progress charts
Rolls of honor

APPENDIX

TOUCH TYPING

SUGGESTED CHECK SHEET FOR EVALUATING TECHNIQUES

NAME _____ LESSON(S) _____ DATE _____

	EXCELLENT (4)	GOOD (3)	AVERAGE (2)	BELOW AVE. (1)	POOR (0)	SCORE
1. POSITION AT THE TYPEWRITER (5)						
a. Comfortable, relaxed position directly in front of typewriter						
b. Feet on floor						
c. Elbows relaxed						
d. Curved fingers						
e. Wrists low and relaxed, but free from typewriter contact						
2. CONDITION OF WORK AREA (5)						
a. Paper at left						
b. Typewriter positioned correctly						
c. Book at reading angle, on right side						
d. Unneeded items removed						
e. Neatness of surrounding area						
3. INSERTING AND REMOVING PAPER (5)						
a. Adjustment of paper bail						
b. Operation of the paper bail						
c. Holding of paper for insertion						
d. Twirling of cylinder knob						
e. Use of release lever for adjustment and removal						
4. KEY STROKE (5)						
a. Finger action						
b. Snap stroke						
c. Hands, wrists, and arms relaxed						
d. Uniform stroking						
e. Proper finger use						
5. SPACE-BAR ACTION (4)						
a. Right thumb curved close to bar						
b. Bar struck properly						
c. Bar released instantly						
d. No pauses						
6. SHIFT-KEY REACH (4)						
a. Quick, little finger reach; other fingers in position						
b. Shift down as key is struck						
c. Shift released after key is struck						
d. No pauses						
7. READING COPY (4)						
a. Eyes on copy						
*b. Fingers prepositioned in anticipating strokes						
*c. Words typed at word level when possible						
*d. Rhythm pattern fluent and continuous						
8. CARRIAGE RETURN (3)						
a. Return quickly at end of lines						
b. New lines started without pause						
c. Eyes on copy						
*9. CONTINUITY AND RHYTHM (4)						
a. Carriage kept moving						
b. One-hand words typed with finger action						
c. Balanced-hand words typed at a word level						
d. Smooth, fluent rhythm pattern which varies according to kind of copy being typed						
*10. TABULATOR BAR (5)						
a. Depressed firmly						
b. Held down until carriage stops						
c. Quick reach; fingers in position						
d. No pauses						
e. Eyes on copy						
11. RIGHT MIND SET (4)						
a. Attention to technique cues						
b. Effort made to improve						
c. Alert, but relaxed						
d. Practice with a purpose						
					AVERAGE SCORE	

*These items should not be used in the early stages of learning to type.

NOTE: Numbers in parentheses represent the number of items to be evaluated in each section.

ADDITIONAL TEACHER HELPS

The appendices of E-Z Way to Type, ABC's of Typewriting, Business Applications of Typewriting Skills, Typing Business Reports, Outlines, and Manuscripts, and Intermediate Typewriting Skills all contain materials that could be helpful for the teacher in presenting this course. If copies of those quinmester courses of study are desired, they can be obtained by the principal or assistant principal from the Department of Textbook Services, Dade County Public Schools.

All of the business education quinmester courses of study have been designed with an appendix. Individual pages can be detached and run through a thermal process machine enabling the teacher to make thermal masters or stencils and as many student copies as are necessary.

FUNDAMENTAL SKILLS TEST

Fill in the blanks on the right:

1. How many spaces are there in a horizontal inch of pica type? _____
2. How many spaces are there in a horizontal inch of elite type? _____
3. How many spaces are there across a standard sheet of typing paper on a pica machine? _____
4. How many spaces are there across a standard sheet of typing paper on an elite machine? _____
5. A 50-space line of pica type is how many inches long? _____
6. A 60-space line of elite type is how many inches long? _____
7. To set up material with an average line of 60 spaces, how many spaces to the left of center of the paper should the left margin be set? _____
8. How many blank lines are there between two lines of single-spaced copy? _____
9. How many blank lines are there between two lines of double-spaced copy? _____
10. How many spaces are paragraphs usually indented? _____

Insert the correct LETTER in each blank on the right:

11. The carriage should be returned with
    (a) a quick wrist movement
    (b) a slow, careful arm movement
    (c) a deliberate, but slow movement _____
12. If the paper is inserted crooked, straighten by using
    (a) carriage release lever
    (b) paper release lever
    (c) line-lock release
    (d) margin release _____
13. When typing a capital letter with the left hand, use the
    (a) tabulator bar
    (b) right shift key
    (c) margin set
    (d) left shift key _____
14. How long is a sheet of standard typing paper? _____
    (a) 8 inches (b) 10 inches (c) 11 inches (d) 14 inches
15. In a vertical inch there are (a) 10 spaces (b) 12 spaces
    (c) 10 spaces (pica) or 12 spaces (elite) (d) 6 spaces _____

KEY TO FUNDAMENTAL SKILLS TEST

1. 10
2. 12
3. 85
4. 102
5. 5
6. 5
7. 30
8. 0 (or none)
9. 1
10. 5
11. a
12. b
13. b
14. c
15. d

TYPING REVIEW SHEET

Machine Parts

The margin set is used to set the length of the writing line.

The carriage return lever is used for spacing up for a new line of writing.

The ribbon-control lever is used to adjust the machine for typing on the upper or lower half of the ribbon.

The cylinder is the rubber roll around which the paper is inserted.

The line-space regulator is used to adjust the typewriter for single, double, or triple spacing.

The carriage-release lever permits the typist to move the carriage to any point on the scale.

The right cylinder knob permits the typist to turn the cylinder by hand when the paper is inserted into the machine.

The tabulator bar (or key) is used to indent for paragraphs and to set material up in columns.

The paper guide guides the left edge of the paper as it is inserted into the typewriter.

The paper bail holds the paper, which is above the line of writing, against the cylinder.

Spacing

There are 10 spaces in a horizontal inch of pica and 12 spaces in a horizontal inch of elite type.

A sheet of typing paper is $8\frac{1}{2}$ inches horizontally and 11 inches vertically.

Paragraphs are usually indented 5 spaces.

There are 0 blank lines between lines of single-spaced copy.

There is 1 blank line between lines of double-spaced copy.